

Rental application



How to complete your application

- ☐ Answer all questions truthfully and attach requested information
- ☐ Submit your application within 24 hours after viewing the property
- ☐ Complete an application for each person over the age of 18 who intends to reside at the property
- ☐ Complete a pet request form for each pet
- ☐ Notify your references that an agent will contact them
- ☐ Be prepared to sign a rental agreement and pay the bond and first month's rent if your application is approved
- ☐ Contact the agent immediately if you have been accepted for another property and wish to withdraw your application

Attach supporting documentation

- ☐ Cover letter telling the us about yourself and why you like the property
- ☐ Driver's license and/or passport
- ☐ Rent receipts (last 4)
- ☐ Renter ledger (this can be obtained from your current agent)
- ☐ Pay advice, letter of employment or offer of employment
- ☐ Proof of ability to pay the rent
- ☐ Centrelink payment advice (if applicable)
- ☐ Home owners - attach council or water rates notice
- ☐ Self-employed - provide your accountants details in the employment section of the form. Attach your business registration papers and ABN number
- ☐ Students - provide a letter of offer from your University/Tafe and proof of ability to pay the rent
- ☐ Pet owners – complete a separate pet request form for each pet. The form can be found at the link below or contact the property manager
<https://www.consumer.vic.gov.au/housing/renting/applying-for-a-rental-property-or-room/pets-and-renting>

Submit your application

- ✓ Submit your application online via 1form by visiting the property listing
- ✓ Or hand in your application to our office

Talk to a Professional today
A. 201 Stud Road, Wantirna South Vic 3152
P. 9801 2222 F. 9800 2994
E. realestate@professionalswantirna.com.au
W. professionalswantirna.com.au

Frequently asked questions



When will I be notified?

We may be processing many applications at the same time. We will endeavour to contact you with an answer as soon as possible usually within 48 hours. You will be contacted whether you are successful or unsuccessful in securing the property.

What if my application is accepted?

We will call you and request the signing of the rental agreement by email, and payment of bond and first month's rent by BPAY within 24 hours of acceptance. Your property manager will also confirm the commencement date of your rental agreement.

Does the RRP have to give a reason if my application is not accepted?

A rental provider does not have to provide reason for their choice and we cannot provide feedback on each application.

A rental provider may accept an application or may decline all applications, and instruct us to continue advertising the property at their discretion.

How are rental payments made?

Rent must be paid monthly in full using BPAY. This is a term of the rental agreement. If you are paid weekly or fortnightly, you will need to retain enough funds to pay the monthly rent by the due date.

What if I have pets?

You will need to complete a separate pet request form for each pet. The form can be found at the link below or contact the property manager

<https://www.consumer.vic.gov.au/housing/renting/applying-for-a-rental-property-or-room/pets-and-renting>

Can you help me connect my utilities?

Whilst it remains the renter's responsibility to ensure services are connected, we do offer a utility connection service. This is a free service provided through Connect Now.

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Residential Renter Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

1. Agent Details

Professionals Wantirna Knox

Address: 201 Stud Rd, Wantirna South, VIC 3152

Phone No: 03 9801 2222

Fax No: 03 9800 2994

Email: realestate@professionalswantirna.com.au

Web: www.professionalswantirna.com.au

PM ID: 17783

2. Property Details

Address

Suburb

Postcode

Rent Term

Years

Months

Date Property is to be occupied

/

/

Total number of other Applicants to Occupy the Property

No. of Adults

No. of Children

Have you viewed the property?

How many properties have you applied for in the last 30 days?

3. Personal Details

First Name

Middle Name

Last Name

Preferred Name

Drivers Licence Number

State of Issue

Alternate ID (eg passport)

No

Pension Type (if applicable)

No

Home Ph

Mobile Ph

Email

Occupation

Work No

Current Residential Address

Suburb

Postcode

4. Emergency Contact

Please provide an emergency contact not residing with you

First Name

Surname

Relationship

Mobile Ph

Address

Suburb

Postcode

5. Payment Details

Property Rental \$

Per Week or \$

Per Month

First Payment of rent in advance

\$

Rental Bond (Calendar Month)

\$

Sub Total

\$

6. Utility Connections

connectnow.
We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598
info@connectnow.com.au
connectnow.com.au



☐
Electricity



☐
Gas



☐
Phone



☐
Internet



☐
Pay TV



☐
Water

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered.

PRIVACY CONSENT AND TERMS. By signing this form you consent and agree to the following:

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

☐

YES I accept the Terms. Please call me to connect my new home services

Signed

Date

7. Declaration

I acknowledge that this is an application to rent this property and that my application is subject to the RRP's approval and the availability of the premises on the due date. I hereby offer to rent the property from the RRP under a rental agreement to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the RRP. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the RRP or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by renters. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).

If a RRP or estate agent finds details of a prospective renter on a database, they must advise the renter in writing, within seven days, of:

- the name of the database and the person who listed the information
- the renter's information held in the database
- how the renter can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed

Date

8. Applicant History

How long have you lived at your current address? Years Months

Name of RRP/Agent (If applicable)

Phone No

Rent Paid \$

Reason for leaving

Would you rent from this RRP/Agent again? ☐ Yes ☐ No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long did you live at this address? Years Months

Name of RRP/Agent (If applicable)

Phone No

Rent Paid \$

Reason for leaving

Would you rent from this RRP/Agent again? ☐ Yes ☐ No If No, please specify why:

Have you ever been refused a property?

9. Employment Details

Occupation

ABN (if self employed)

Employers Name

Employment Address

Suburb Postcode

Employer Phone No and Email

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month \$

Accountant Name:

Solicitor Name:

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No and Email

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

18. How did you find out about this property? (Please Tick)

RENT LIST ☐ WEB ☐ OFFICE ☐ FOR LEASE BOARD ☐ OTHER _____ **Privacy Notice and Consent**

11. Centrelink Benefits

Type

\$ Per Week \$ Per Month

12. Other information

Car Registration

Do you have pets? ☐ Yes ☐ No If Yes, please complete a pet request form

14. Personal Referees

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

15. Any requests

Do you request any work to be done at the property before moving in?

15. ID Requirements

Before any application will be considered, each applicant **MUST** supply a minimum of 100 ID points and proof of ability to pay the rent

Last 4 rent receipts	50 Points	<input type="checkbox"/>
Proof of ability to pay rent	30 Points	<input type="checkbox"/>
Driver's license	40 Points	<input type="checkbox"/>
Passport	30 Points	<input type="checkbox"/>
Photo ID	30 Points	<input type="checkbox"/>
References from previous RRP's	20 Points	<input type="checkbox"/>
Copy of account eg gas/electricity bill	10 Points	<input type="checkbox"/>
Current motor vehicle registration	10 Points	<input type="checkbox"/>
Medicare card	10 Points	<input type="checkbox"/>
Birth certificate	10 Points	<input type="checkbox"/>

16. Please Note**

17. Office Use Only

Rental Agreement Start Date / /

Car Space/Garage

RRP's Name

Agreement to be signed on

Signed: **Date** / /

SANTOSA REALTY COMPANY
Privacy Notice and Consent

Consent

I,

(Full name)

of

(Residential Address)

have read and understood the attached information. I authorise employees of **Professionals Wantirna Knox**, and independent contractors of **Professionals Wantirna Knox** including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with **Professionals Wantirna Knox**. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by **Professionals Wantirna Knox** may be unable to provide the products or services I have requested.

Signed:

Date:

		/			/	2	0		
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Parent/Guardian Signature
(if under 18 years of age)

Privacy

SANTOSA REALTY COMPANY PTY LTD (ACN 097898363) trading as **Professionals Wantirna Knox** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out **Professionals Wantirna Knox's** condensed Privacy Notice. **Professionals Wantirna Knox** also has a full Privacy Policy, which contains information about how you can complain about any breach by **Professionals Wantirna Knox** of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.professionalswantirna.com.au or in our office at 201 Stud Road, Wantirna 3152.

Information Collection, Use and Disclosure

During the course of your involvement with **Professionals Wantirna Knox**, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to rent a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or rented by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;

SANTOSA REALTY COMPANY
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- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a renter, we may disclose your personal information to prospective buyers of the property owned or rented by you;
- In the event that you are a buyer or a renter, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or rented by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to **Professionals Wantirna Knox** collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that **Professionals Wantirna Knox** update or correct your personal information. A charge may apply for providing access to your information. Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:



201 Stud Road, Wantirna South 3152



03 9801 2222



realestate@professionalswantirna.com.au